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131058

13 October 1958

OS NOTICE NO. 58-7

SUBJECT: Security Records Division, Office of Security

25X1A9a 1. The Security Records Division is established effective this date. Mr. [REDACTED] is designated Chief and Mr. [REDACTED] 25X1A9a
Deputy Chief of the Security Records Division.

2. The Security Records Division will assume the functions formerly performed by the former Records Section of the Personnel Security Division and the former Covert Records Section of the Security Support Division. It assumes the research functions of the former Research Section of the Clearance Branch, Personnel Security Division. It also assumes the following functions formerly performed by the Administration and Training Staff: Records management, the receipt and logging of incoming and outgoing mail, courier service and special reproduction service. The functions of the Top Secret Control Officer formerly performed in the Office of the Director of Security are transferred to the Security Records Division.

[REDACTED]
Shepherd Edwards
Director of Security

FOIAb3b

Distribution:
All OS Employees

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